

A CHALLENGING CAREER

DEPARTMENT OF FINANCE



Craig L. Brown, Director of Finance
Pete Wilson, Governor


A CHALLENGING CAREER



Are you looking for a position with a fast-paced, prestigious organization with great potential for personal development and advancement?

Are you interested in having an opportunity to influence and affect the State budget and legislative processes?

Would you find working with the top management level of State Government and with the State Legislature exciting and rewarding?



JOB OPPORTUNITIES

WITH THE
DEPARTMENT OF
FINANCE


The Department of Finance offers employment opportunities in the areas of:

- ◆ Budget Preparation
- ◆ Financial and Economic Research
- ◆ Legislative Analysis
- ◆ Data Processing
- ◆ Program Evaluation
- ◆ Information Technology
- ◆ Demographic Research
- ◆ Auditing
- ◆ Accounting Systems, and
- ◆ Support Systems.

Employment with the Department of Finance provides the opportunity for travel, involvement with proposals that affect or influence the citizens of the State and the operations of State Government, as well as personal development through training. State employment also affords one an excellent benefit package including vacation and sick leave, holiday time off, health, dental and vision care, retirement, and a variety of savings plans.

THE GOVERNOR'S BUDGET

Budget staff endeavor to ensure the financial integrity of the State through the planned allocation of State resources. The budget units have responsibility for the preparation, enactment, and administration of the Governor's budget. Each budget analyst must be aware of the policies of the Administration, legislative intent and




be thoroughly familiar with the goals, programs and funding issues with respect to his/her assignment. During the enactment phase of the Budget, budget analysts appear before legislative committees to testify on behalf of the Governor's proposed budget. After enactment of the budget, staff assist in the administration of the budget. Throughout the process, budget staff work with the top management level of State Government and with legislative staff regarding fiscal and programmatic policies of the Administration.

Budget staff provide analyses of bills introduced in the Legislature and make recommendations to the Governor's Office. These analyses inform both the Governor and the Legislature of the fiscal and programmatic implications of the bills, including additional mandated costs to local governments.

Representatives of the Department of Finance appear before the fiscal and revenue committees of the Legislature to provide testimony regarding the Administration's position on bills which are being considered.

AUDITS AND PROGRAM EVALUATIONS

To improve operating efficiency and performance of State agencies and to ascertain the need for changes in programs or levels of support, audit and program evaluation staff systematically review and evaluate State-administered and financed programs. Alternatives are provided to more effectively satisfy identified needs. Audit and program evaluation experience gained in the Department of Finance can be considered as qualifying experience for meeting CPA/CIA requirements.



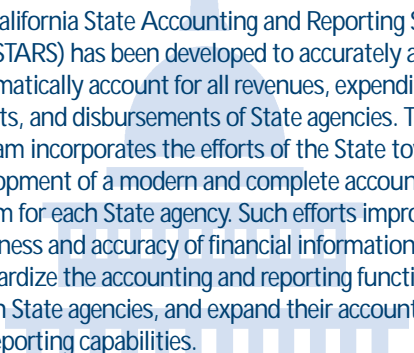
FINANCIAL, ECONOMIC, AND DEMOGRAPHIC RESEARCH

Department of Finance staff provide revenue estimates to assist the Executive Branch in preparing the State financial plan, analyses of financial legislation, and evaluation of financial development of importance to State Government. Research analysts prepare economic forecasts on a comprehensive basis. California data are developed and maintained, forecasting models are built and maintained, analyses are prepared on various economic developments, and consultations are provided to assist State departments and local government agencies.

The Department of Finance is also the single source for official demographic and enrollment data for the State of California. These estimates and projections are used by the Federal Government, county and local government, academic institutions and school districts, and private organizations. The State Census Data Center coordinates special censuses and provides consultation and data from censuses and surveys.

CALSTARS

The California State Accounting and Reporting System (CALSTARS) has been developed to accurately and systematically account for all revenues, expenditures, receipts, and disbursements of State agencies. This program incorporates the efforts of the State toward development of a modern and complete accounting system for each State agency. Such efforts improve the timeliness and accuracy of financial information, standardize the accounting and reporting functions within State agencies, and expand their accounting and reporting capabilities.



LOCATION

The Department of Finance is located in Sacramento, California. As the seat of State Government, Sacramento offers affordable living and a variety of recreation. Sacramento is bordered by two major rivers, has a developing rapid transit system, and is close to popular attractions such as Lake Tahoe, the Napa Valley wine country, and San Francisco. The city offers a wide array of cultural attractions and specialty restaurants.



INFORMATION

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THE DEPARTMENT OF FINANCE PROVIDES
EQUAL EMPLOYMENT OPPORTUNITY TO ALL,
REGARDLESS OF RACE, COLOR, FAITH,
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL
STATUS, DISABILITY, RELIGIOUS OR POLITICAL
AFFILIATION, AGE, OR SEXUAL ORIENTATION.